

# U S A I D / M A D A G A S C A R

## P E R S O N N E L      N O T I C E

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**TO:** ALL INTERESTED CANDIDATES

**SUBJECT:** RECRUITMENT FOR  
ONE "FOOD SECURITY & NUTRITION SPECIALIST" WITHIN  
FOOD SECURITY AND DISASTER ASSISTANCE (FSDA) OFFICE

**METHOD OF  
EMPLOYMENT:** TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT  
RENEWABLE, SALARY EQUIVALENT TO GRADE FSN-10

**APPLICATION  
CLOSING DATE:** October 16, 2015

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The U.S Agency for International Development (USAID) Mission in Madagascar is soliciting expressions of interest from qualified candidates to serve as a Food Security & Nutrition Specialist with the Food Security and Disaster Assistance (FSDA) Office. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the services, and availability of funds.

### **BASIC FUNCTION OF THE POSITION**

The main purpose of the Food Security and Nutrition Specialist position is to serve as the mission's technical advisor on nutrition activities, as well as to manage Food for Peace (FFP) Title II Development Programs and humanitarian assistance programs. The position is based within USAID/Madagascar's Food Security and Disaster Assistance (FSDA) Office in Antananarivo, but the incumbent is expected to spend approximately 50 percent of his/her time traveling throughout the country to monitor program activities and to assess beneficiary food aid and nutrition needs.

The incumbent will also assist in the design and oversight of development programs in food security and nutrition, as well as emergency humanitarian assistance programs. Food security components include activities in maternal-child health, agriculture and livelihoods, disaster preparedness, and management of food and non-food commodities. Nutrition components include growth monitoring promotion, essential nutrition actions, early and exclusive breastfeeding promotion, infant and young child feeding practices, maternal nutrition, distribution of supplementary rations to pregnant and lactating mothers of children under two, and distribution of rations through Food for Assets activities. Emergency relief programs include those funded both by the Office of U.S. Foreign Disaster Assistance (OFDA) and the FFP Emergency Food Security Program (EFSP). In addition to serving as an integral member of the FSDA Office, the incumbent works closely with other technical offices and individual activity managers to achieve overall USAID objectives.

### **MAJOR DUTIES**

#### **1. Technical Responsibilities**

- Serve as the mission's principal advisor on nutrition program management and related issues across all programs.

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- Weigh in on commodity choice and commodity rations that are proposed by our partners.
- Provide an informed opinion about targets partners propose including those with respect to reductions in stunting/underweight/wasting.
- Advise mission management on adequate coordination across USAID awards throughout the broader mission portfolio with respects to FSDA, maternal and child health and nutrition (MCHN), environment, energy and governance interventions, to include recommended actions for mission offices, as well as among implementing partner organizations.
- Ensure synergy and linkages between nutrition activities across the mission portfolios and program elements including Food for Peace, Maternal and Newborn Care, Child Health, Family Planning, Water and Sanitation, the President's Malaria Initiative (PMI), and Humanitarian Response.
- Analyze and interpret policy, strategy, and technical documents to ensure USAID/Madagascar related activities are aligned, with emphasis on the USAID Multi-Sectorial Nutrition Strategy as well as the host country's strategies and priorities. In the same vein, monitor and report on Government of Madagascar's (GoM) policies and standards affecting relevant USAID programs.
- Ensure minimum quality standards as well as lessons learned and best practices are shared across offices and programs, and stay up to date with international and local integrating state-of-the-art practices in relevant technical approaches.
- Demonstrate an appreciation of the Mission's strategic direction, its chief accomplishments and its challenges and be able to articulate the rationale, objectives and priorities for the provision of USG food aid, emergency aid and agricultural development assistance to Madagascar. The incumbent is expected to have a broad understanding of all activities undertaken by USAID/Madagascar and be familiar with central aspects of USG policy concerning development assistance and the Government of Madagascar;
- Oversee short-term technical assistance related to food security and nutrition, including TDY assistance.

## **2. Activity Management**

### ***A. Planning***

- **P**articipate actively in strategy development and activity design, and annual implementation planning to ensure the effectiveness of the integration of the nutrition programming into Mission strategies, activity approval documents, program descriptions, statements of work, development implementation plans and other planning processes.

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### **B. Implementation**

- Serve as activity manager for development and emergency programs funded by Food for Peace (FFP), OFDA or other USAID/Madagascar offices who oversee programs with food security or nutrition components as directed by the FSDA Office Director.
- Ensure timely progress towards planned outputs and results and that assets are safeguarded against waste, loss, unauthorized use, or misappropriation.
- Review and provide comments on partner reports, activity memos and justifications, written analyses, trip reports, cables, briefing materials, activity descriptions, press releases, speeches, success stories, and other documents as required.
- Prepare FFP budget reports, analyses and documentation required for reporting or to obligate funds; initiate and/or make any necessary amendments required for activity implementation.
- Keep management teams appraised of progress, issues, recommendations to solve problems, and take the lead in implementing agreed upon actions;
- Work closely with the Agreement Officer's Representatives (AORs) to ensure that best practices and minimum quality standards are consistently applied across maternal, child health, and nutrition activities;

### **C. Monitoring and Evaluation**

- As a member of the larger FSDA team, partake in regular site monitoring visits (up to 50% of his/her time) to ensure high quality project performance, monitor and track all USG funded food aid programming.
- Support implementing partner activities on the collection and reporting of performance results, especially with regards to food security and nutrition-related interventions.
- Guide data quality assessments for relevant food security and nutrition activities and assist in the development and refinement of benchmarks and indicators.
- Report findings of field monitoring visits and analysis to USAID/Madagascar Food for Peace Officer (FFPO), the HPN Office Director, FFP/Washington Country Backstop, the Office of U.S. Foreign Disaster Assistance (OFDA) Regional Coordinator, U.S. State Department colleagues and other interested parties as appropriate.
- Provide oversight of the nutrition components of the Food for Peace (FFP) Title II resources, and be responsible for monitoring nutrition conditions during annual humanitarian or recovery activities.

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- Arrange and participate in activity and program evaluations.

### **3. Relationship Management**

- Develop and maintain relations with a wide variety of private, public and international stakeholders in food security and humanitarian assistance to insure coordination of activities, support best practices, and build partnerships. This would include:
  - o Maintain close working relations with the Agreement Officer's Representative (AOR) in Washington and FFP staff in Pretoria to ensure that development food assistance activities are implemented in accordance with USAID and FFP regulations and in adherence to the approved Cooperative Agreement(s) for the Title II food security programs in Madagascar.
  - o Represent USAID positions in meetings with mid- to high-level United Nations (UN) staff including WFP Sub-National Office Directors, Program Officers, Deputy Country Director, and at times the Country Director, as well as OCHA, Food and Agricultural Organization (FAO).
  - o Represent USAID on technical working groups including the Scaling-Up Nutrition (SUN) working group and the National Nutrition Advisory Group (Conseil National de Nutrition).
  - o Depending on the political situation, represent USAID to a wide range of Government of Madagascar officials including ministerial directors at the national level, provincial and district authorities, and representatives from multiple ministries at the management, technical and administrative levels.
  - o Hold regular meetings with implementing partners as necessary, including meetings at a senior level including Chief of Parties and key NGO implementing personnel to discuss issues related to the effective targeting, direction of programming and distribution of emergency and development food aid resources.
- Participate in GoM and UN-organized food needs assessment, including assist with the designing of an appropriate methodology to measure seasonal and possibly chronic food insecurity, supervision of enumerators, data analysis, report writing and verbal reporting on the findings.
- Serve as acting FSDA lead as delegated, and perform other FSDA duties as assigned.

### **REQUIRED MINIMUM QUALIFICATIONS AND SELECTION CRITERIA**

#### **Education:**

A Bachelor's degree relevant to nutrition, food security, health science, development, humanitarian assistance or project management

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is required. A Master's degree, however, is strongly preferred.

### **Prior Work Experience:**

Five years of progressively responsible management level experience in development assistance or related work. This should include experience working either for the Agency, other donor organizations, Government of Madagascar organizations or private sector institutions involving project management, monitoring and budgeting, technical advising. The incumbent must have experience working in food security and nutrition programs, as well as programs in both development and emergency contexts. There is also a strong preference for nutrition experience in the context of maternal and child health programs. Work experience in Madagascar is also required, with a preference to include work in the arid Southern regions of the island.

### **Language Proficiency**

Level IV English and French ability (professional fluency), and good working knowledge of Malagasy are required.

### **Job Knowledge**

The incumbent must have knowledge of international and local stakeholders in Madagascar in the agriculture, food aid, nutrition and emergency sectors. The incumbent should have knowledge of USAID Food for Peace and U.S. Foreign Disaster Assistance programs and their operations, or those of similar programs food security, nutrition and emergency assistance programs in Madagascar.

### **Skills and abilities**

The incumbent is expected to demonstrate a high level of personal initiative, have strong organizational skills, and be able to work independently with limited direct supervision.

#### ***a. Program Management:***

- The incumbent is expected to possess the necessary technical training, administrative skills/abilities required to carry out/perform the duties and responsibilities required of the position. Post entry training will, therefore, be focused primarily on the Agency-specific policies, procedures and regulations that govern programming of Food for Peace, the Office of U.S. Foreign Disaster Assistance, and Maternal-Child Health and Nutrition; program design and management; and management systems.

#### ***b. Technical Expertise:***

- The incumbent should be able to analyze and interpret policy, strategy, and technical documents to ensure USAID/Madagascar related activities are aligned with regards to its food security and nutrition activities.
- The incumbent should be able to analyze findings of field monitoring visits and other data sources on food security and nutrition components across a number of programs.

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### ***c. Communication, Interpersonal and Analytical Skills:***

- Ability to communicate effectively and accurately is critical to perform successfully in this position. The incumbent must read, write and speak English and French at FSI level-4 proficiency; be able to prepare and produce professional level English-language and French-language correspondence and reports, and maintain documents and files;
- Advanced computer skills, to include knowledge of Microsoft word processing, Google Docs, spreadsheets, and presentation programs;
- The incumbent must be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily duties and responsibilities. In this key position, the ability to adapt to the existing management team by being a good listener and a team builder is required;
- The ability to work effectively in a team environment is required. The incumbent must be able to provide training, advice and support to U.S. Direct-Hire, U.S. Personal Services Contractor(s) and FSN Colleagues on existing and changing Agency policies and procedures related to foreign assistance programming, budgeting, monitoring and reporting;
- The incumbent is required to have the ability to follow oral instructions and to organize, prioritize and follow through on all assignments with little or no oversight, and the ability to remain calm in a fast moving work environment. Ability to be flexible, respond professionally, and establish priorities in often fluid, changing, and challenging situations with little clear guidance is necessary;
- The incumbent must be able to transmit and interpret Malagasy attitudes and concerns to senior management and have a high level of interpersonal skills to work effectively with colleagues in technical offices, the Embassy and USAID/Washington;
- Ability to formulate and present expert analyses on complex emergencies and situations, from personal observations, surveys, journal articles, and other documents, and demonstrated ability to express views clearly and logically before groups and individuals verbally or in writing;
- The ability to maintain strict confidentiality on USAID/Madagascar matters, as appropriate, is required.

### **ADDITIONAL SELECTION PROCESS AND CRITERIA**

- This vacancy is open exclusively to interested candidates residing in Madagascar. Non-Malagasy candidates must have the required Malagasy work and residency permits to be eligible for consideration.
- Current USG employees serving a probationary period are not eligible to apply.

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### INSTRUCTIONS FOR APPLICANTS

Interested applicants for this position **MUST** submit the following, or the application will not be considered:

- 1) A cover letter, which specifically addresses each of the selection criteria listed above. The cover letter must be submitted in two versions, one in English and one in French. The cover letter should provide more details about how the applicant's skills and prior experience make him/her qualified for the position;
- 2) **Completed and SIGNED Federal form AID 302-3:**  
This form is mandatory and is available at USAID website: <https://www.usaid.gov/madagascar/work-with-us/careers> or at [http://www.antananarivo.usembassy.gov/job\\_opportunities.html](http://www.antananarivo.usembassy.gov/job_opportunities.html) and at US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;
- 3) Curriculum vitae (CV) or resume, in English, with your telephone number and e-mail address;
- 4) Photocopies of relevant education evidence and certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;
- 5) Applicants are required to provide at least three (3) references with complete contact information, including e-mail address and telephone numbers, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the OF-612 form. The interviewing committee will delay such reference check pending communication with the applicant.

### CLEARANCES

The selected individual must obtain medical and security clearances before starting work. USAID/Madagascar will assist in this matter.

### SALARY

The position is classified at FSN-10 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's experience, and at the discretion of USAID/Madagascar, s/he may be hired at FSN-9 "trainee" level for the first year of employment. After one year, promotion to FSN-10 will be subject to successful performance. Promotion to the target FSN-10 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

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**APPLICATION CLOSING DATE**

Submit your application by **Friday, October 16, 2015** to the e-mail address: [AntananarivoUSAIDHR@usaid.gov](mailto:AntananarivoUSAIDHR@usaid.gov)

Please put as subject: "PERNOT 2015-03[your name]"

**Your application package should not exceed 2 attachments, which should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY.**

**TO BE CONSIDERED**, applications must include ALL the required documents and information, and **be received** at USAID e-mail box by the above deadline.

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.